



City of Fayetteville

240 Glynn Street South • Fayetteville, Georgia 30214
Telephone (770) 461-6029 • Facsimile (770) 460-4238

www.fayetteville-ga.gov



MAYOR
Edward Johnson

COUNCIL
Scott Stacy, Mayor
Pro Tem
Kathleen Brewer
Paul C. Oddo, Jr.,
Harlan Shirley
James B. Williams

CITY MANAGER
Ray Gibson

CITY CLERK
Anne Barksdale

November 15, 2016

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: November 7th through November 13th

CITY ADMINISTRATION

- Held Department meetings throughout the day on Monday, November 7th. Also had Whitewater High School Senior, Quentin Byrd shadow me for the day. He also was able to spend some time in the afternoon with Mayor Ed Johnson.
- Held a meeting with land appraiser Mike Biggers on Monday, November 7th to look at some properties within the City.
- Held a meeting with GIS Technician Jonas Lydon on Tuesday, November 8th to discuss the SPLOST exhibit boards.
- Held a meeting with Matt Monroe from Rea Ventures on Tuesday, November 8th to discuss potential sites for one of their projects. Also in attendance was Senior Planner Julie Brown.
- Attended the Place Committee Meeting of the Fayette Visioning Initiative on Wednesday, November 9th.
- Attended the Veterans Day Ceremony at Georgia Military College on Wednesday, November 9th.
- Held a meeting with developer Drew Camp on Wednesday, November 9th to discuss a 176 +/- acre property on the east side of Highway 54. Also in attendance was Senior Planner Julie Brown and engineer Steve Moore.
- Held a meeting with Bob Rolader on Wednesday, November 9th to discuss the November 16th Town Hall Meeting for the Fayette Ventures project.
- Attended a meeting with Pete Frisina on Wednesday, November 9th at the County Administration Building to discuss the land use element of the Comprehensive Plan.
- Held a Parks and Recreation Exploratory Committee Meeting on Thursday, November 10th at City Hall. Also in attendance was Mayor Ed Johnson.
- Held a meeting with Promaker's Len Gough, Purple Skys Clinton Browning, Nor South Developments Dave Dixon, and Foley Design Groups Bill Foley on Thursday, November 10th to discuss some project ideas for the downtown. Also in attendance was Economic Development Director Brian Wismer.

- Attended the Fayette County Board of Commissioners Meeting on the evening of Thursday, November 10th.
- Attended a lunch meeting with AVPRIDE staff Dawn Oparah and Michael Mumper on Friday, November 11th to discuss the Youth Council program.
- Worked on personnel matters and prepared for the numerous meetings to take place the week of November 14th.
- Attended the HOA Meeting for Apple Orchard Subdivision on the morning of Saturday, November 12th.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- New Utilities Management software:
 - Letter of apology went out to customers.
 - Billing Cycle 1 was billed out on time during the week.
- HR/Payroll modules:
 - HR/Payroll is at a standstill and will not make the go live date of November 28th.
 - Met with staff of Human Resources to discuss the issues with implementation.
- The Employee Assistance Program (EAP) services RFP is being worked on, set to be publicized by November 17th.

Accounts Payable

- Keyed payment data for 85 invoices and processed payments to 85 vendors.
- Prepared 86 current week checks for pick up/mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received three (3) new business applications.
- Issued one (1) new business license.
- Collected \$375 for 2015 delinquent and new licenses.
- Collected \$2,195.95 from the Alcohol Beverage Sales.
- Collected \$5,442.57 from the Beer, Wine & Liquor Tax.
- Entered payments into the A/S 400 System.
- Submitted the financial post, edit and balance reports.

Utility Billing

- Assessed late fees to delinquent accounts.
- Received \$127,019.17 in revenues consists of Water, Sewer, Sanitation, Stormwater, and Penalties.
- Established Water and Sewer service for 25 new customers.
- Billed out for 1,503 customers.
- Billed out \$136,864.83 in expenses consists of Water, Sewer, Sanitation and Stormwater charges.

Human Resource

- Handled personnel issues and worked on policies.
- Employment Opportunities
 - Fire Fighter: Opened 5/2/2016 until filled
 - Police Officer: 9/19/2016 until filled
 - City Planner: 11/7/2016 through 11/16/2016
 - Police Chief: 10/10/2016 through 11/30/2016
- Resumes Submitted: 7
 - Fire Fighter: 3
 - Police: 1
 - City Planner: 2
 - Chief of Police: 1
- Sexual Harassment/Drug/Diversity Training
 - Tuesday, November 8th and Wednesday, November 9th
 - 7:00 am and 9:00 am
- New World Payroll/HR Conversion in progress
- Trakstar Revisions

Court

- # of citations received: **118**
- # of warrants issued (FTA & VOP): **2**
- # of citations (FTA) sent to DDS: **1**
- # of scheduled arraignment cases: **48**
- # of scheduled trial cases: **24**
- Total amount collected for the week: **\$43,742**

INFORMATION TECHNOLOGY

GIS Projects

- Created east and west parcel maps for the Comprehensive Plan.
- Created a 3D mosaic DEM tiles for TOPO maps.
- Created a parcel map for Planning & Zoning staff recommendations.

Technology Projects

- Continued to install Kapersky software on the Police Department computers (80% completed).
- Spent time with the DynaSis Technology Assessment team.
- Converting Asset data for the Finance Department.
- Worked on getting electricians to provide power for the new projector in the Council Chambers.
- Setup and installed new fax machines in the Fire Department and Building Department.
- Handled day-to-day service calls.
- Working with City Manager on SPLOST exhibit boards.
- Worked with Show Biz on Council Chambers projector project.

Police Technology Projects

- Archived ICOP videos to storage.
- Downloaded 10 ICOP drives.
- Downloaded video from body cameras.
- Archived body camera video to cloud storage.
- Reloaded one laptop.
- Setup two new desktops.
- Upgraded the USA software server.
- End of Year Backup of Snap Server

Open Records Request

- DVD Request of traffic stops and investigations: **15**

Web Site Visits for the Week

- Total pages viewed: **11,353**
- **Total unique pages viewed: 8,503** (Excludes Repeated Pages viewed)
- Average time spent on each page: **56 Seconds**
- **Top 10 City Web Pages**

	Web Page	Number of Hits	Percentage
1.	Official Website Main Page	1,808	15.93%
2.	Jobs	532	4.69%
3.	Online Payments	483	4.25%
4.	Events	361	3.18%
5.	Jobs Applications	350	3.08%
6.	Government	334	2.94%
7.	Residents	309	2.72%
8.	I Want To	306	2.70%
9.	Election Information	299	2.63%
10.	Search Results	272	2.40%

Facebook Insights

- Total Page Likes (Fans) 6,158
- Total Reached 4,043
- People Engaged 720
- Fans
 - Women **77%**
 - Men **23%**

ECONOMIC DEVELOPMENT

Economic Development

- Met with NorSouth developers regarding the “Lafayette Place” senior housing development. Their tax credits were approved and they are currently working on a revised site plan. The revisions may involve an option for underground detention which would create more usable space on the overall site. If deemed feasible, they plan to approach City

Council about using the TAD to offset infrastructure costs. This would be a legally permissible use of those funds, if approved.

- Reviewed and accepted a proposal from Garner Economics, LLC to develop an Incentives Plan for the City. This will be crafted to encourage business recruitment in the desired industry sectors identified in the Economic Development Plan adopted earlier this year.
- Working on right of way acquisition for hospital intersection improvement project. This is a separate project from the hospital area bridge/trail project.

Main Street

- Preparation for the monthly Main Street meeting.
- Preparation for the December 3rd Christmas Parade.
- Amphitheater survey has concluded with over 750 responses, a new response record. Will now begin to review results and develop summer concert lineup.

DDA

- Preparation for the monthly DDA meeting.
- Tom Lee, new HDF Museum Manager, is learning the new job and developing improvement strategies for the exhibits, collections and donations.

COMMUNITY DEVELOPMENT

Planning & Zoning

- Handled multiple customer/public inquiries for zoning uses.
- Wrote staff reports for the November 15th Planning and Zoning Commission meeting, and assembled and distributed Planning and Zoning Commission books. Agenda included:
 - Proposed amendments to C-2 zoning district to address crematoriums
 - Bojangles' site development plan
 - Fayetteville Animal Hospital rezoning from O&I to C-3
 - L'Amour Chic Salon Suites (285 South Glynn Street) building elevations
- Comprehensive Plan community outreach:
 - The online Community Survey is open until December 5th. Paper copies of the Community Survey are available at City Hall. 437 Community Surveys have been received as of November 9th.
 - For those who were unable to attend the November 1st Community Meeting, the Visual Preference Survey (VPS) was made available online until noon on November 14th. It closes on that date so that results can be compiled and preparations can be made for the November 29 Community Meeting. At the Community Meeting on November 1st, 83 people participated in the VPS. As of November 9th, 155 people took the VPS online, for a total of 238 VPS participants.
 - November 29th Community Meeting invitation flyer (electronic and paper versions) and poster distribution:
 - To the Fayette Citizen and Fayette Daily News newspapers.
 - To Comprehensive Plan Steering Committee members for distribution within their individual networks.
 - To Planning and Zoning Commission members for distribution within their individual networks.

- To City Council members for distribution within their individual networks.
- To City Manager, Assistant City Manager, and Economic Development Director for distribution within their individual networks.
- To IT Director for posting on the City's Facebook page.
- To local businesses within walking distance of City Hall.
- To all churches within the City limits that are registered with the City as non-profits (information comes from business license records).
- To churches near the City where contact information has been established.
- To all schools within the City limits and the board of education.
- Targeted outreach to the Government teachers at Fayette County High School.
- Email blast to attendees of the first Comprehensive Plan Community Meeting, recent Town Hall meetings, and others who have provided their email address to receive information regarding the Comprehensive Plan.

Building

- Number of Building Inspections Performed: **76**
- Number of Permits Issued: **19**
 - **7: Building**
 - Commercial Repair/Remodel: **1**
 - Commercial New: **3**
 - Residential Repair/Remodel: **1**
 - Residential New: **2**
 - **0: Demolition**
 - **6: Mechanical**
 - **2: Utility Restoration**
 - **0: Foundation Only**
 - **2: Electrical**
 - **1: Plumbing**
 - **1: Land Disturbance**
 - **0: Fence**
 - **0: Low Voltage**
 - **0: Construction Trailer**
 - **0: Pool**
- Plans Received: **0**
 - Commercial Repair/Remodel: **0**
 - Commercial New: **0**
 - Residential Repair/Remodel: **0**
 - Residential New: **0**

Code Enforcement

- Total Inspections: **14**
 - Proactive: **10**
 - Complaint: **4**
- Verbal Warnings: **2**

- Written Warnings: **0**
- Notice of Violations: **3**
- Stop Work Orders: **0**
- Citations Issued: **0**

PUBLIC SERVICES (Sanitation, Stormwater, Water, Waste Water/Sewer, Public Works)

Public Works

- Cleaned City Hall and the Police Department.
- Cut and maintained the City Depot.
- Finished trimming tree canopies on Jeff Davis Drive North for the resurfacing project.
- Started making repairs to the snowflake lights.
- Picked up brush at Fire Station 92.
- Installed 2 signs on Hood Avenue.
- Picked up trash citywide.

Stormwater

- Vacuumed leaves throughout the City to keep them from the stormwater system.
- Cleaned out a ditch at 165 Hunters Walk.

Sewage Department

- Average daily flow treated is 2.090 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Responded to 3 sewer backups.
- Began the preventative maintenance with our vendor for the lift stations.

Water Department

- Average daily flow of 1.440 of system demand.
- Repaired 3 water leaks.
- Flushed 1 fire hydrant.

Utility Locates

Located the water and sewer for 58 utility locate tickets.

POLICE DEPARTMENT

Among the numerous calls for service the **Patrol Division** handles; these are some of the highlights:

- **Safety Road Check**: Patrol units conducted a nighttime road check on GA Hwy 85 and North 85 Pkwy resulting in several arrests.
- **Person Shot**: Patrol units responded to the area of Chase Court in reference to a self-inflicted gunshot wound. A male subject accidentally shot himself in the knee while in bed. He was taken to Grady Hospital for treatment. No foul play suspected at this time. CSI notified.

- **Runaway Juvenile:** Patrol units responded to Virginia Highlands on two separate occasions in reference to a juvenile leaving the residence during the night and not returning until the next day. Juvenile Court is handling the case.
- Numerous arrest for traffic offenses (6), DUI (3)
- Several Arrest for shoplifting (5)
- 3 Wanted persons located
- Several arrest for offenses not listed above (8)

Training Division/ Warrants

- Attended mandatory training city hall – diversity, sexual harassment and drugs in workplace.
- Warrants pick-ups in Fayette, Walker, Fulton, and Clayton counties.
- All warrants checked and verified this week.

Community Events

- Meals on Wheels
- GMC Veteran's Recognition
- Career Day – Middle Schools

Criminal Investigations

- Investigations assigned **11** cases this week.
- Investigations cleared **15** cases this week.
- **1** Call outs for investigators this week.
- **0** Call outs for CID Supervisor's this week
- **0** Call outs for crime scene investigators this week.
- The front office answered 213 phone calls, handled 63 walk-ins, referred 11 accident reports and 8 incident reports, processed 11 alcohol IDs and 3 impound releases, ran 4 backgrounds, 7 tags and 7 VINs.

FIRE DEPARTMENT

Operations

- **Incidents:** Units responded to 63 emergency calls for service during the week.
- **Volunteer:** The November 7th volunteer meeting was held at station 91
- **Projects:**
 - Continued annual hydrant maintenance.
 - Continued no outdoor burning.
 - Annual ladder testing complete: All ladders passed.
 - E-91 attended countywide 8th grade Career Day at LaFayette Educational Center.
 - Attended Veterans Day recognition at Georgia Military College.
 - Two interviews for Firefighter/EMT positions completed: One background packet given.
 - Attended annual City training on Diversity and Drugs in the Workplace.